How to change your password



Login to the Learning Management System and select 'My User Profile'



Check the box next to 'Change Password'

-

Type in your old password, your new password and confirm your new password in the approprate boxes. Then click 'Update' to save your password.

Your Login Details: - User ID:*	Nicky.France
Change Password:	
Old Password:*	
New Password:*	
Confirm New Password:*	
> Update > Ca	ncel

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Trouble shooting

If you get the following error. Then check the password strengh indicator for your choosen password. You need to ensure that all 4 boxes are green before you can 'update' your password.

Mossage from	wohnago					
	value entered for your new passv	vord does not meet the rec	uirements of the password policy for your site.	Please try again.		
		ОК				
The password stengh indicator will change from red to green, to identify the strenght of your choosen password. You need to ensure that all 4 boxes are green before you save your password.						
	New Password:*	••				
If you hover your mouse over each of the boxes then you get a descriptionof what characteristic each box realtes to. From left to right they mean the following						
1. Password Length						
2. Number of non-alphanumeric characters						
3. Number of numeric characters						
4. Number of capital letters						
If you get the t 'Confirm New both.	following error, then the Password' boxes don' Message from web	e password you ha t match. Click ok c page entered for your new pase	ave entered in the 'New Passwo on the error and retype you choo word do not match. Please try again.	rd' and the sen box in		

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